



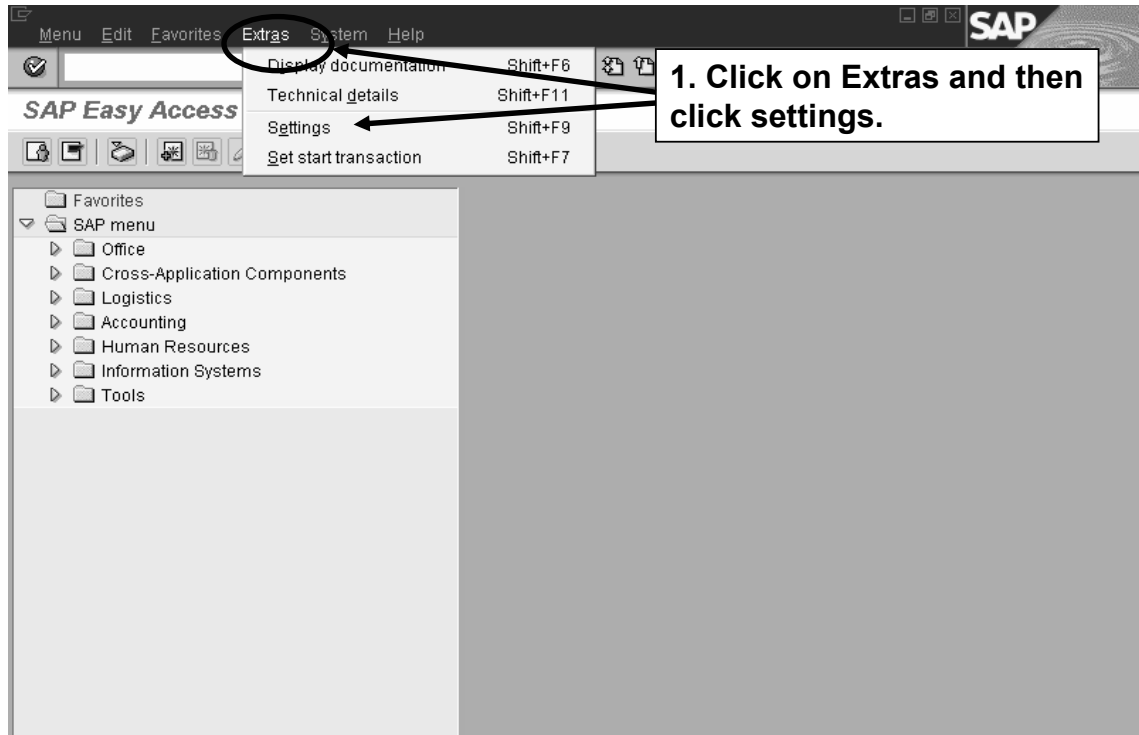
Time Recording and Time Approval

Chapter 5 – Tips & Tricks



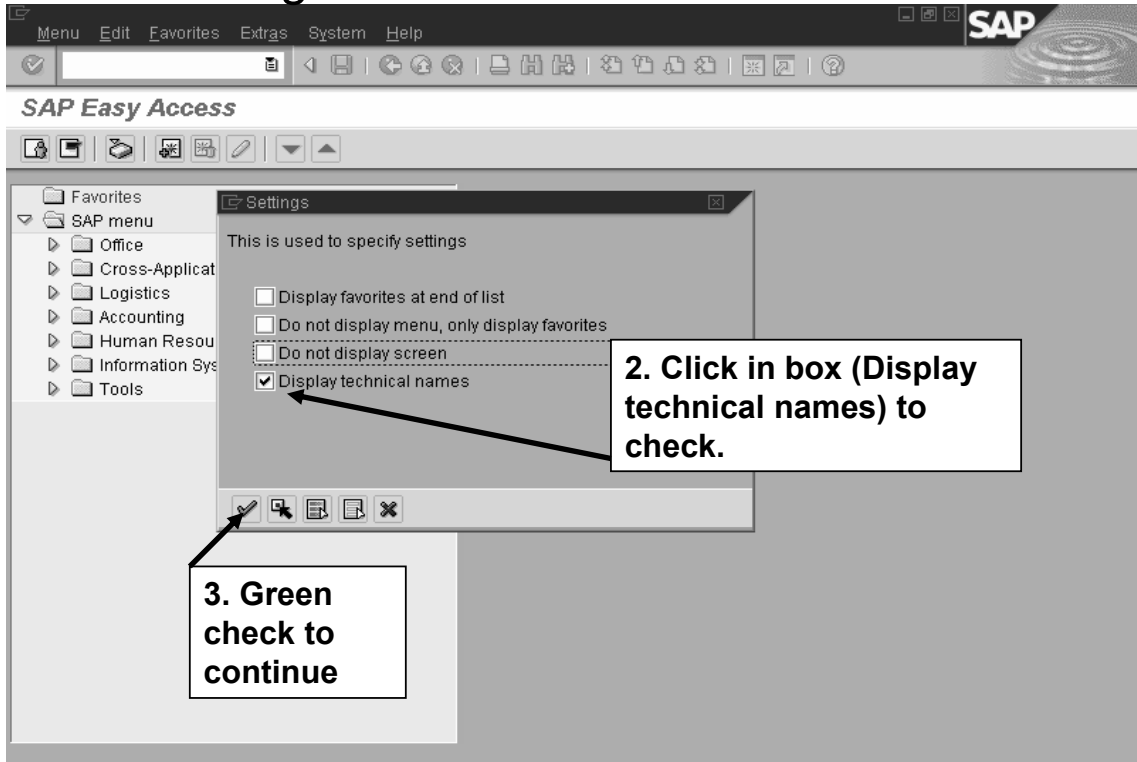
Tips & Tricks #1

Viewing Transaction Code on SAP menu



Tips & Tricks #1

Viewing Transaction Code on SAP menu



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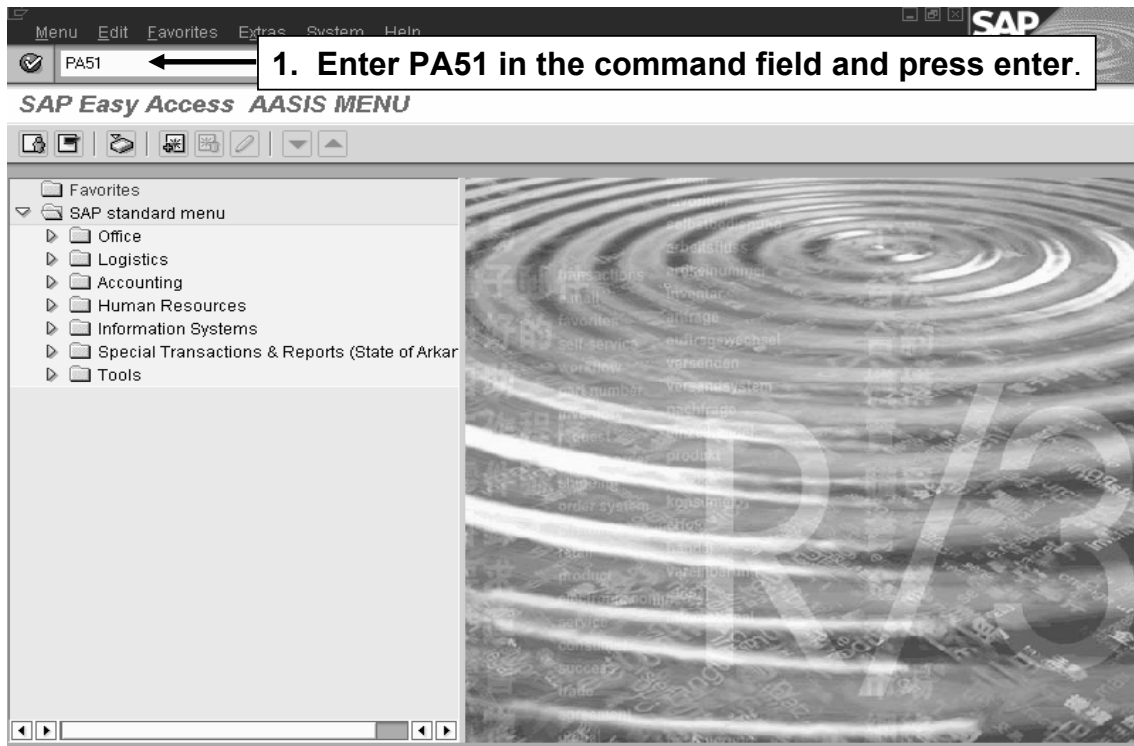
5-3

Once these steps are completed, go back through menu path and the transaction code will be displayed.



Tips & Tricks #2

Administrator Group & Time Administrator



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Tips & Tricks #2

Administrator Group & Time Administrator

The screenshot shows the SAP HR Time Management data entry screen. The interface includes a menu bar (Time data, Edit, Goto, Extras, Utilities, Settings, System, Help) and a toolbar. The main area displays employee data for Kirsten Matthews (Personnel no. 166). The 'Time management data' tab is selected. The 'Infotype text' list on the left shows 'Organizational Assignment' selected. The 'Period' section on the right shows 'Period' selected with 'Today' and 'Curr.week' radio buttons. A 'Choose' button is visible. Five numbered callouts provide instructions: 1. Click the display icon (top left toolbar). 2. Enter the personnel number of the employee and press enter. (Personnel no. field). 3. Click on the Time management data tab. (Tab bar). 4. Click to highlight the Organizational Assignment infotype. (Infotype list). 5. Click the display icon (top left toolbar).

5. Click the display icon

2. Enter the personnel number of the employee and press enter.

3. Click on the Time management data tab

4. Click to highlight the Organizational Assignment infotype

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Tips & Tricks #2

Administrator Group & Time Administrator

SAP

Infotype Edit Goto Extras System Help

Display Organizational Assignment

Org Structure

Personnel No: 66 Name: Kirsten... Status: Active

EE group: 1 Regular State Em... Personnel ar: FA04 DFA

EE subgroup: UE Employee SSN: 126-60-7110

Start: 08/18/2003 to: 12/31/9999 Chng: 12/07/2003 PN0RR

Enterprise structure

CoCode: ARK State of Arkansas Leg.person:

Pers.area: FA04 DFA Subarea: 0AL1 OT,Std,ASHB

Cost Ctr: 383225 SCI-FI Bus. Area: 0610 DEPT OF FINANCE AND ...

Personnel structure

EE group: 1 Regular State Empl. Payr.area: 11 Arkansas BI-Weekly

EE subgroup: UE Employee Contract: 1000 Hours/Year

Organizational plan

Percentage: 100.00

Position: 22079941 R264 MANAGEMENT PROJ...

Job key: 21669239 R264 MANAGEMENT PROJ...

Exempt: N

Administrator

PersAdmin: 100 Debi L Heiman

Time: 101 Donna K Hurt

PayrAdmin: 102 Eva J Spaul

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Note: The Personnel Area is the same as the Administrator group. The Time Administrator is listed for the employee. Always verify the validity of the record. The most current record would have an end date of 12/31/9999.

If you cannot access this infotype, check with your Central Office for assistance.

Tips & Tricks #3

Sort Employees

The screenshot shows the SAP 'Time Sheet: Initial' screen. At the top is a menu bar with 'Time Sheet', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. A callout box labeled '2. Click on one of the sort icon' points to a sort icon in the toolbar. Below the toolbar is a 'Data Entry' section with fields for 'Data Entry Profile' (TSSTD) and 'Key date' (02/01/2004). Below this is a 'Personnel Selection' section containing a table. A callout box labeled '1. Click on the column heading to highlight column.' points to the 'Personnel Selection' table header. The table has columns for 'Personnel Selection', 'Name', 'Per.', and several data columns. The first row is highlighted.

2. Click on one of the sort icon

1. Click on the column heading to highlight column.

Personnel Selection	Name	Per.									
105	David Cole	FA04									
104	Dave Colford	FA04	NEL1	1	UE	383230	21705313	101	COLFORD D		
102	David Conant	FA04	NEL1	1	UE	383230	21705313	101	CONANT DA		
101	Debbie Cross	FA04	OAL1	1	UE	383230	21705313	101	CROSS DEB		
100	Deborah Davis	FA04	NEL1	1	UE	383230	21705313	101	DAVIS DEB		
98	Deborah Debusk	FA04	OAL1	1	UE	383230	21705313	101	DEBUSK DE		
97	Diana East	FA04	OAL1	1	UE	383230	21705313	101	EAST DIAN		
96	Diana Edwards	FA04	OAL1	1	UE	383230	21705313	101	EDWARDS D		
94	Diane Elias	FA04	OAL1	1	UE	383230	21705313	101	ELIAS DIA		
81	Diane Ellis	FA04	NEL1	1	UE	383230	21705313	101	ELLIS DIA		
77	DiAnnette Ellis	FA04	OAL1	1	UE	383230	21705314	101	ELLIS DIA		



Tips & Tricks #3

Sort Employees

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

Data Entry Profile TSSTD Time Specialist Time Entry Profile

Key date 02/01/2004

Personnel Selection

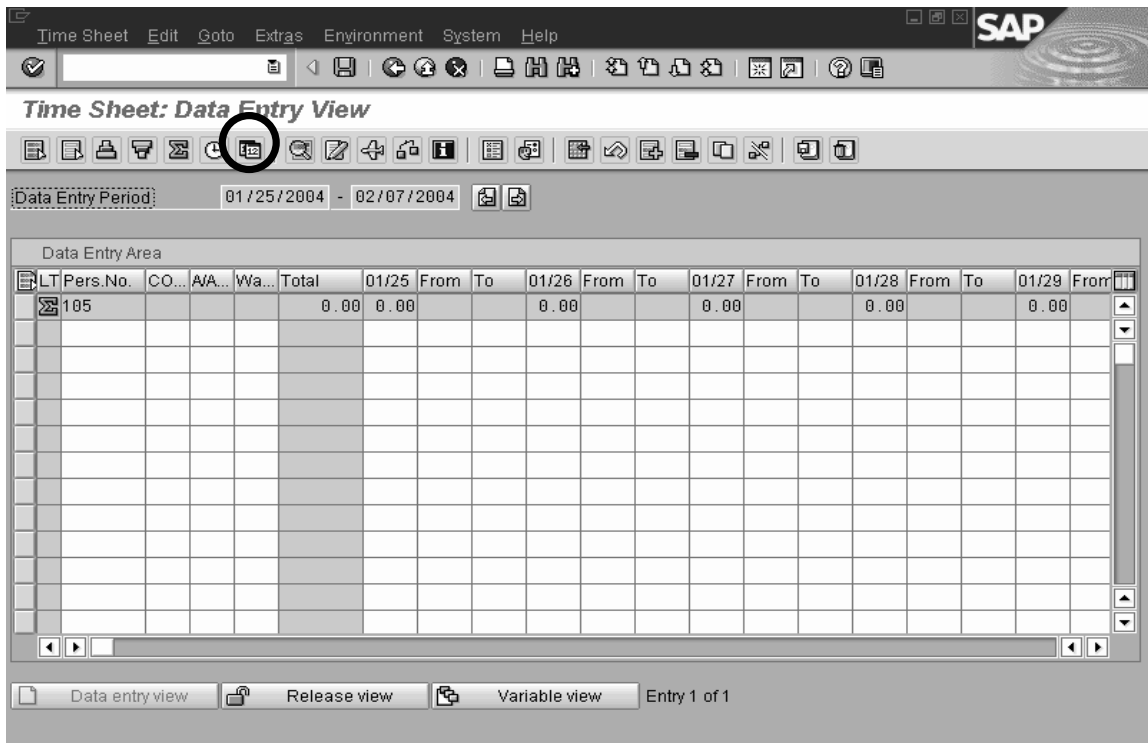
Personn...	Name	Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name...
3	Wanda Ziernski	FA04	0AL2	7	U0	383201	21705318	101 ZIEMSKI W
4	Robin Smith	FA04	0AL1	1	UE	383225	21705315	101 SMITH ROB
8	Robert Skinner	FA04	NEL1	1	UE	383225	21705315	101 SKINNER R
16	Gwin Henderson	FA04	0AL1	1	UE	383230		
17	Ricky Sims	FA04	0AL1	1	UE	383225		
22	Glenda Hayes	FA04	0AL1	1	UE	383230		
26	Randall Sheppard	FA04	0AL1	1	UE	383225		
27	Gena Hathaway	FA04	0AL1	1	UE	383230		
31	Linda Moore	FA04	0AL1	1	UE	383201	21705319	101 MOORE LIN
32	Patricia Scott	FA04	NEL1	1	UE	383225	21705315	101 SCOTT PAT
36	Linda McCool	FA04	NEL1	1	UE	383201	21705319	101 MCCOOL LI

Note: Employees are now displayed by Personnel number in ascending numerical order.



Tips & Tricks #4

Toggle Between Days & Dates



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The default for the Cross Application Time Sheet is dates. To view days instead of dates, click the Weekdays on/off icon.

The screenshot displays the SAP Time Sheet Data Entry View interface. At the top, there's a menu bar with options like Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons for file operations and editing. The main title is "Time Sheet: Data Entry View".

Below the title, there's a section labeled "Data Entry Period:" with two date fields: "01/25/2004" and "02/07/2004", followed by two small document icons.

The central part of the screen is titled "Data Entry Area". It contains a large grid for entering time data. The first row of the grid has headers for days of the week: SU, MO, TU, WE, TH, FR, SA. Each day header is followed by three columns: "... From", "To", and another "... From". The first column of the grid is labeled "LT Pers.No." and contains the value "105". The second column is labeled "CO..." and the third "AA...". The fourth column is labeled "Wa..." and the fifth "Total". The first row of data shows values: "0.00", "0.00", "0.00", "0.00", "0.00", "0.00".

At the bottom of the screen, there are three buttons: "Data entry view", "Release view", and "Variable view". To the right of these buttons, it says "Entry 1 of 1".

The Weekdays on/off icon will have to be selected to view days each time you access the Cross Application Time Sheet.

Tips & Tricks #5

- 1. Position your mouse between the column to produce a black cross.**
- 2. Press and hold down your left mouse button; drag column to the left to close.**

Tips & Tricks #5

Customize Your Time Sheet

The screenshot displays the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons for file operations and editing. The main title bar reads "Time Sheet: Data Entry View". Below this is another toolbar with icons for data entry functions. The "Data Entry Period" is set to "02/01/2004 - 02/14/2004". The "Data Entry Area" contains a table with the following columns: LT Pers.No., CO..., Receiver WBS element, Rec. order, A/A..., Wa..., Position, Total, 02/01, From, To, 02/02, From, To. The first row of data shows "4" in the "LT Pers.No." column and "0.00" in the "Total" column. A large text box with a black border is overlaid on the table, containing the text: "Note: Repeat step 1 & 2 to close as many columns as you desire." At the bottom, there is a status bar with three tabs: "Data entry view" (selected), "Release view", and "Variable view". The status bar also indicates "Entry 0 of 1".

LT Pers.No.	CO...	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	02/01	From	To	02/02	From	To
4							0.00	0.00			0.00		

Note: Repeat step 1 & 2 to close as many columns as you desire.

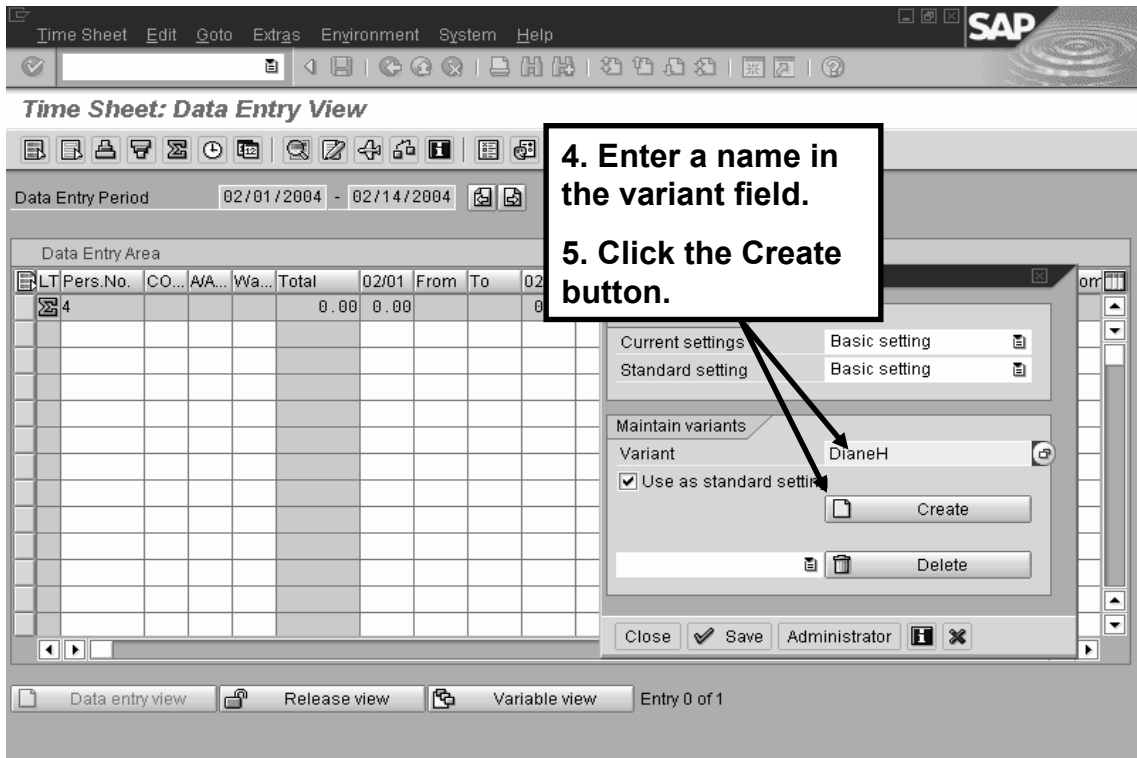
Data entry view | Release view | Variable view | Entry 0 of 1

[illegible]



Tips & Tricks #5

Customize Your Time Sheet



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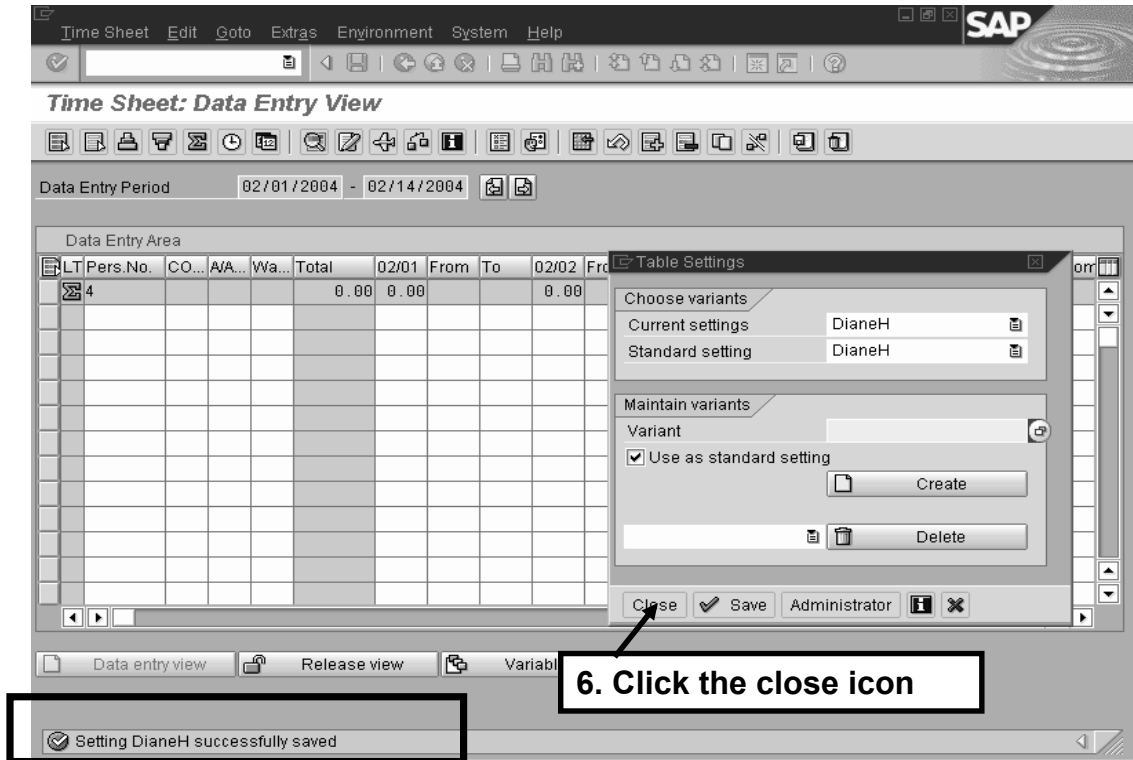
5-14

You can choose to name your variant any name you wish. **If that name has already been used, you will receive a message stating, “Do you want to overwrite existing variants?”** If you answer no, you can rename the variant.



Tips & Tricks #5

Customize Your Time Sheet



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Notice how your variant name is displayed in the current and standard settings fields.

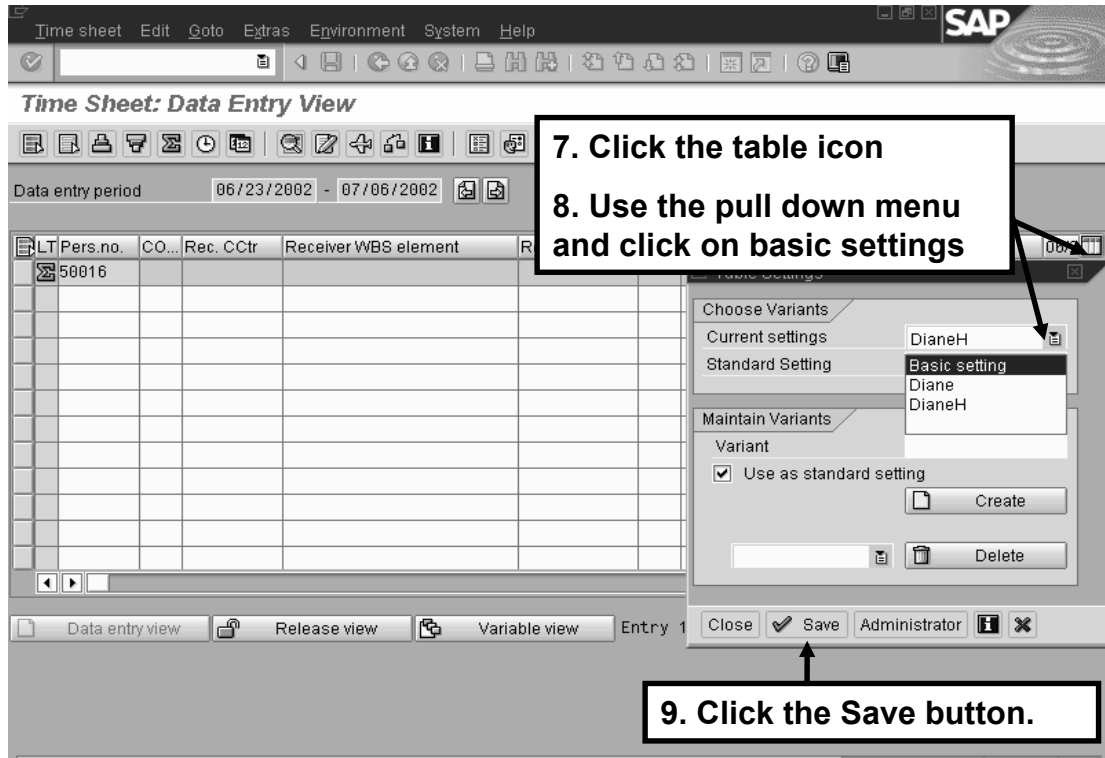
You will receive a message stating that your variant is saved. Your changed settings will remain until you reset them.

To reset original settings, proceed with steps 7-9.



Tips & Tricks #5

Customize Your Time Sheet



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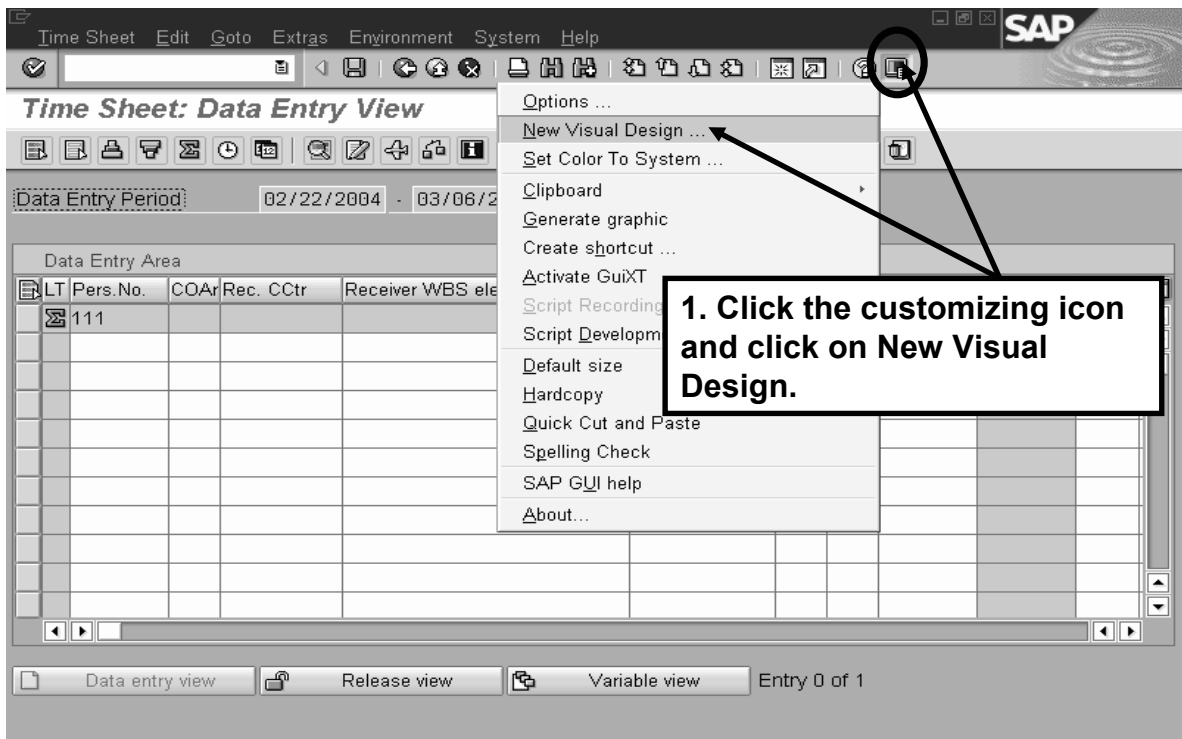
5-16

Note: These steps are done to restore original settings.

Change both fields (Current settings and Standard settings) to Basic settings.

Tips & Tricks #6

View More Lines on Time Sheet



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There could be a number of reasons why you are not able to view more lines on the Cross Application Time Sheet. Here are a couple of areas to check:

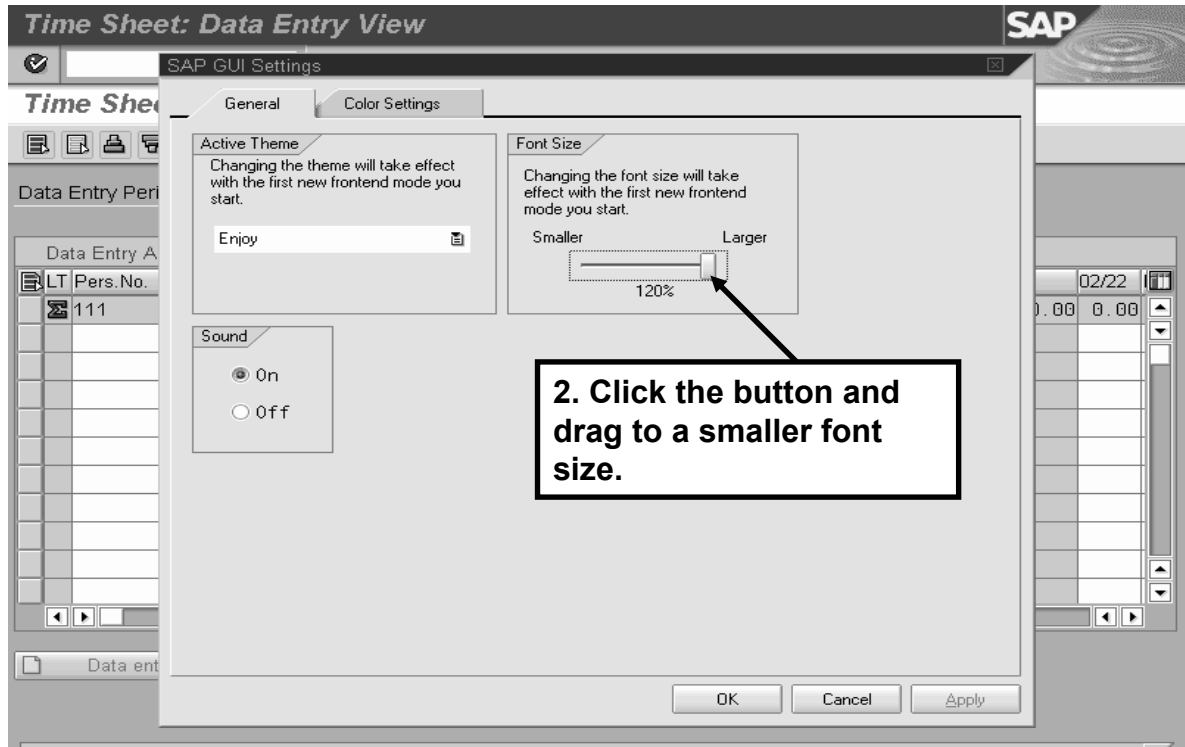
1. To check your SAP GUI settings, perform steps 1 - 3.
2. To check your PC settings, perform steps 4 – 11.

If none of these steps solve your problem, please check with your agency's technical personnel for additional assistance.

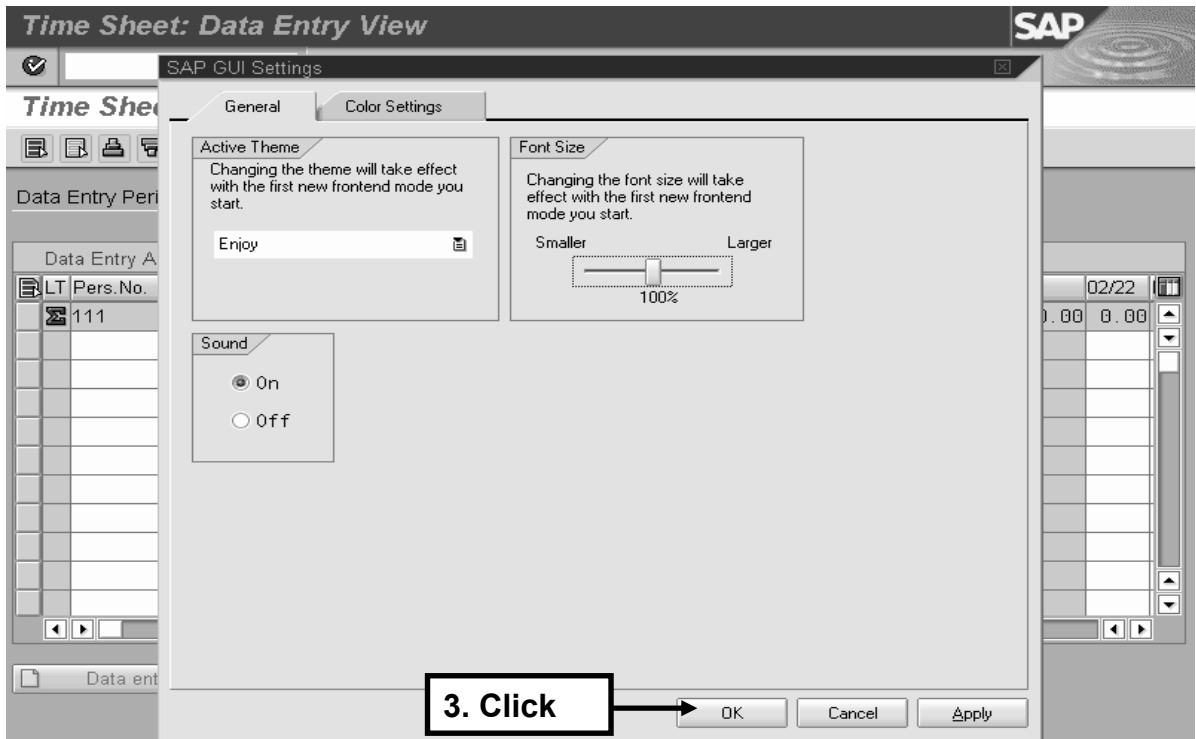


Tips & Tricks #6

View More Lines on Time Sheet



Tips & Tricks #6 View More Lines On Time Sheet



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In order for the new settings to take effect, you will have to completely log off the AASIS system and then log back on.

You may repeat steps 1- 3 as needed to obtain the desired font size.



Tips & Tricks #6

View More Lines On Time Sheet



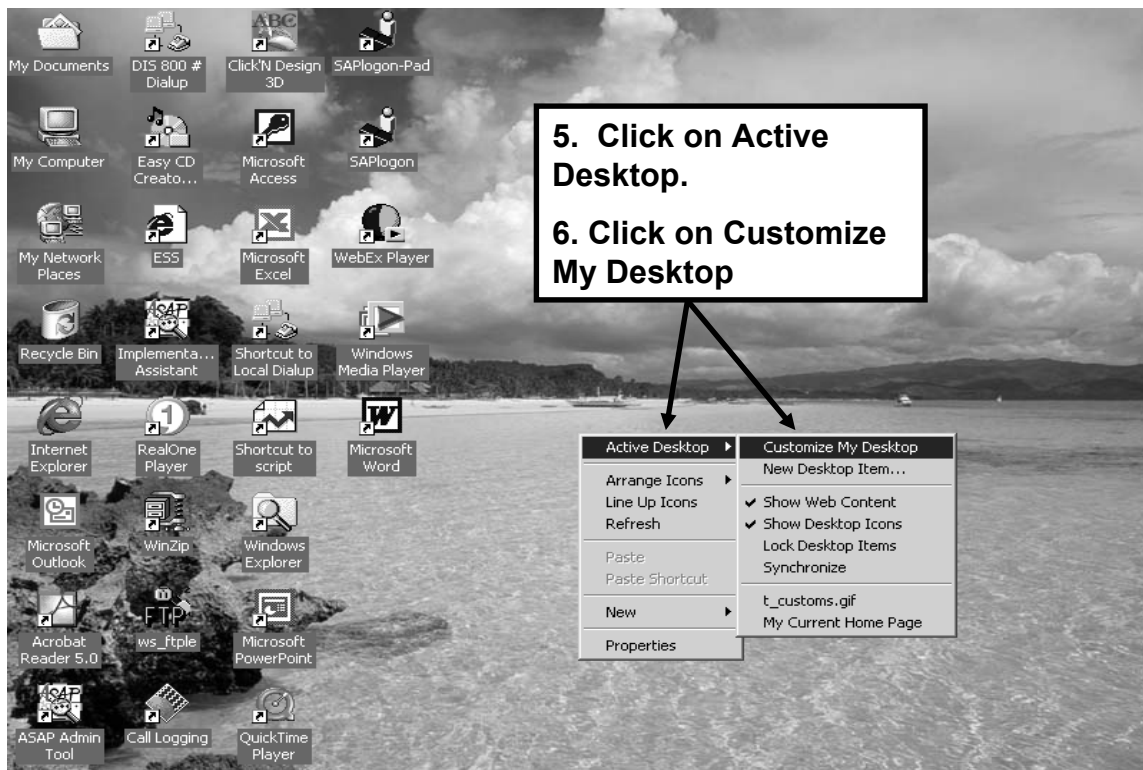
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Tips & Tricks #6

View More Lines On Time Sheet



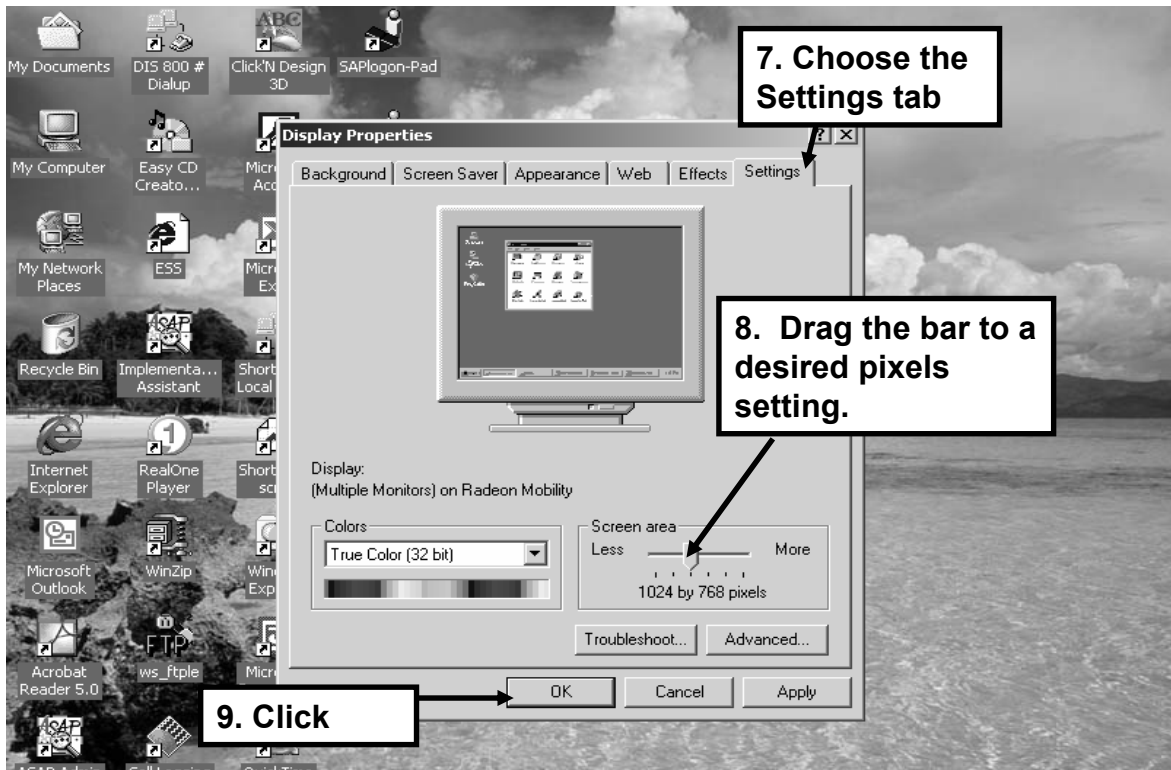
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Tips & Tricks #6

View More Lines On Time Sheet



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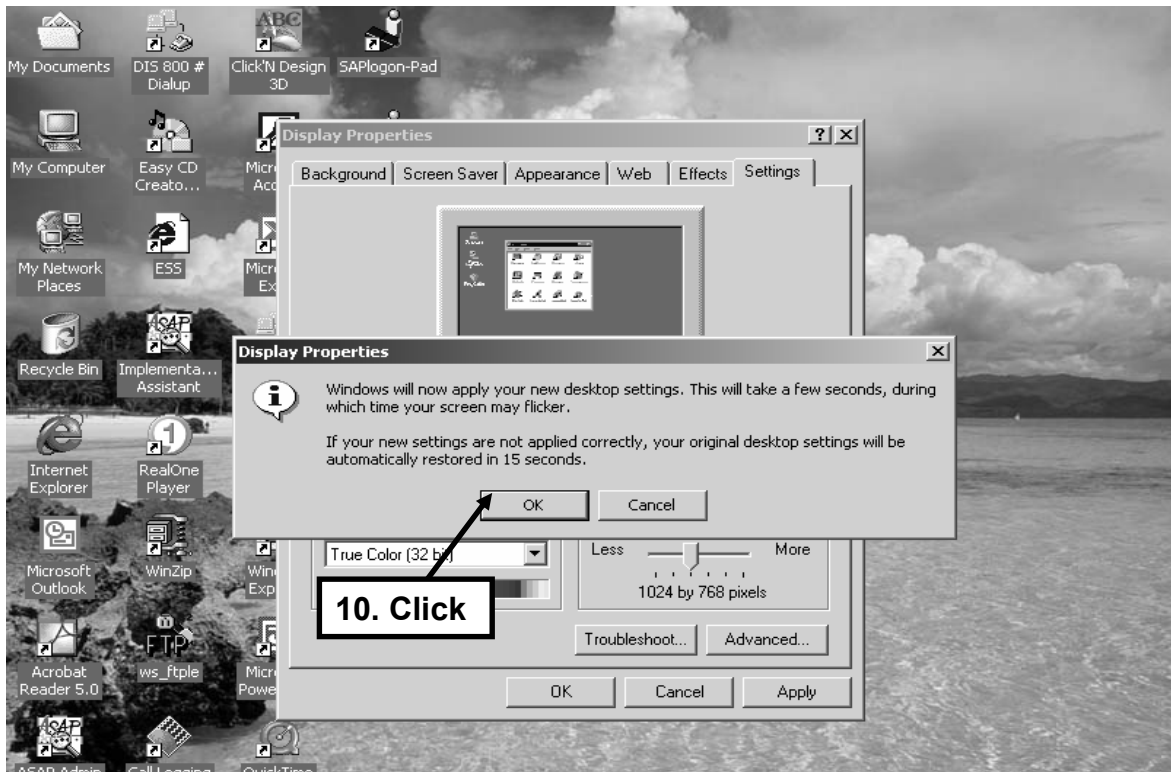
5-22

Note: The higher the pixel setting, the smaller the font.



Tips & Tricks #6

View More Line On Time Sheet



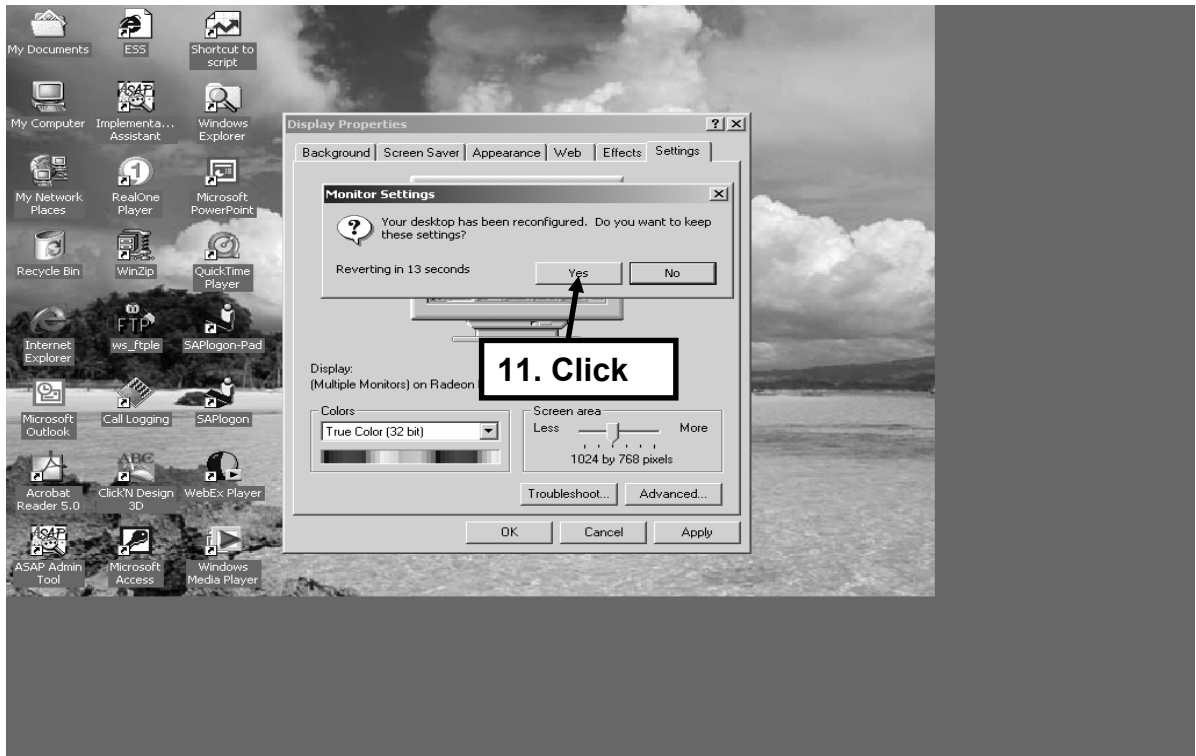
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Tips & Tricks #6

View More Lines On Time Sheet



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Tips & Tricks #7

COPY CELLS

Time Sheet: Data Entry View

Data entry period: 06/23/2002 - 07/06/2002

Wa...	Position	Total	SU	From	To	MO	From	To	TU	From	To	WE	From	To	TH	From	To	FR
		0.00	0.00			0.00			0.00			0.00			0.00			0.00
		0.00				0800	1100											
		0.00				1130	1630											

1. Highlight line

2. Enter From and To times for morning and afternoon and press enter.

Data entry view | Release view | Variable view | Entry 1 of 3

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This process is used to copy time pairs (From and To morning and afternoon hours) from one day to the other days.



Tips & Tricks #7

COPY CELLS

The screenshot shows the SAP Time Sheet: Data Entry View interface. The menu bar includes Time sheet, Edit, Goto, Extras, Environment, System, and Help. The toolbar contains various icons for file operations and editing. The data entry period is set to 06/23/2002 - 07/06/2002. The grid displays time entries for various days of the week (Wa, Position, Total, SU, From, To, MO, From, To, TU, From, To, WE, From, To, TH, From, To, FR). The grid shows time entries for 06/23/2002 and 06/24/2002. A callout box points to the top total field (8.00) and another callout box points to the top total field (8.00).

3. Press Ctrl + Y on your computer keyboard.
Note: Your cursor will turned to a plus sign.

4. Move your cursor to the top total field.

5. Press and hold down the left mouse button and drag to highlight the fields to be copied.

6. Press Ctrl + C to copy

Tips & Tricks #7

COPY CELLS

The screenshot shows the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons for file operations and navigation. The main area displays a table for data entry. The table has columns for days of the week (Wa, Mo, Tu, We, Th, Fr) and time slots (8.00, 11.00, 16.30). The 'Wa' column is highlighted in grey. A callout box with a black border and white background points to the 'TU' column, 8:00-11:00 slot, with the text: "7. Position the cursor in the field you want to paste the copied information and press Ctrl + V." The bottom of the screen shows a status bar with buttons for "Data entry view", "Release view", and "Variable view", along with the text "Entry 1 of 3".

Wa...	Position	Total	SU	From	To	MO	From	To	TU	From	To	WE	From	To	TH	From	To	FR
		8.00	0.00			8.00			0.00			0.00			0.00			0.00
		3.00				3.00	08:00	11:00	8.00	08:00	11:00							
		5.00				5.00	11:30	16:30	8.00	11:30	16:30							

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You can continue this process (Ctrl + V) throughout the end of the week or end of the payperiod.



Tips & Tricks #8

COPY LINES

Time Sheet: Initial Screen

TSSTD Time Specialist Time Entry Profile
02/01/2004

	Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name...
105	David Cole	FA04	OAL1	1 UE	383230	21705313	101 COLE DAVI
104	Dave Colford	FA04	NEL1	1 UE	383230	21705313	101 COLFORD D
102	David Conant	FA04	NEL1	1 UE	383230	21705313	101 CONANT DA
101	Debbie Cross	FA04	OAL1	1 UE	383230	21705313	101 CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE	383230	21705313	101 DAVIS DEB
98	Deborah Debusk	FA04	OAL1	1 UE	383230	21705313	101 DEBUSK DE
97	Diana East	FA04	OAL1	1 UE	383230	21705313	101 EAST DIAN
96	Diana Edwards	FA04	OAL1	1 UE	383230	21705313	101 EDWARDS D
94	Diane Elias	FA04	OAL1	1 UE	383230	21705313	101 ELIAS DIA
					383230	21705313	101 ELLIS DIA
					383230	21705314	101 ELLIS DIA

2. Click pencil icon or F5

1. Highlight employees.

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When you have more than one employee with the same work hours as other employees, you can use the copy function to save time.

You must highlight more than one employee in order to copy the times from one employee to the next.



Tips & Tricks #8

COPY LINES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/01/2004 - 02/14/2004

Data Entry Area

LT	Pers.No.	CO...	A/A...	Wa...	Total	02/01	From	To	02/02	From	To	02/03	From	To	02/04	From	To	02/05	From
98					0.00	0.00			0.00			0.00			0.00			0.00	
97					0.00	0.00			0.00			0.00			0.00			0.00	
97																			
97																			

3. Enter the personnel number of one of the employee on two lines and press enter.

Data entry view Release view Variable view Entry 1 of 2



Tips & Tricks #8

COPY LINES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/01/2004 - 02/14/2004

Data Entry Area

From	To	02/02	From	To	02/03	From	To	02/04	From	To	02/05	From	To	02/06	From	To	02/07	From	To
		0.00			0.00			0.00			0.00			0.00			0.00		
		0.00			0.00			0.00			0.00			0.00			0.00		
		0800	1200		0800	1200		0800	1200		0800	1200		0800	1200		0800	1200	
		1230	1630		1230	1630		1230	1630		1230	1630		1230	1630		1230	1630	

4. Enter the From and To hours for the morning and afternoon hours and press enter.

Data entry view Release view Variable view Entry 1 of 2



Tips & Tricks #8

COPY LINES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/01/2004 - 02/14/2004

Data Entry Area

LT	Pers.No.	CO...	AA...	Wa...	Total	02/01	From	To	02/02	From	To	02/03	From	To	02/04	From	To	02/05	From
	98				0.00	0.00			0.00			0.00			0.00			0.00	
	97				40.00	0.00			8.00			8.00			8.00			8.00	
	97	ARK	ATTN		20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
	97	ARK	ATTN		20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30

5. Highlight the lines to be copied.

Data entry view Release view Variable view Entry 1 of 4



Tips & Tricks #8

COPY LINES

Time Sheet: Data Entry View

Data Entry Period: 02/01/2004 - 02/14/2004

6. Click the copy icon or F5.

Note: The lines will be copied directly beneath the previous lines.

LT	Pers.No.	CO...	WA...	Total	02/01	From	To	02/02	From	To	02/03	From	To	02/04	From	To	02/05	From
98				0.00	0.00			0.00			0.00			0.00			0.00	
97				80.00	0.00			16.00			16.00			16.00			16.00	
97	ARK	ATTN		20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
97	ARK	ATTN		20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30
97	ARK	ATTN		20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
97	ARK	ATTN		20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30

Data entry view Release view Variable view Entry 1 of 6



Tips & Tricks #8

COPY LINES

Time Sheet: Data Entry View

Data Entry Period: 02/01/2004 - 02/14/2004

LT	Pers.No.	CO...	A/A...	Wa...	Total	02/01	From	To	02/02	From	To	02/03	From	To	02/04	From	To	02/05	From
98					0.00	0.00			0.00			0.00			0.00			0.00	
97					80.00	0.00			16.00			16.00			16.00			16.00	
97	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
97	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30
98	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
98	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30

7. Change the employee number on the last two lines to the other employee's number and press enter.

Data entry view | Release view | Variable view | Entry 1 of 6



Tips & Tricks #8

COPY LINES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/01/2004 - 02/14/2004

8. Verify time totals and save your entries.

Data Entry Area

LT	Pers.No.	CO...	A/A...	Wa...	Total	02/01	From	To	02/02	From	To	02/03	From	To	02/04	From	To	02/05	From
98					40.00	0.00			8.00			8.00			8.00			8.00	
98	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
98	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30
97					40.00	0.00			8.00			8.00			8.00			8.00	
97	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
97	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30

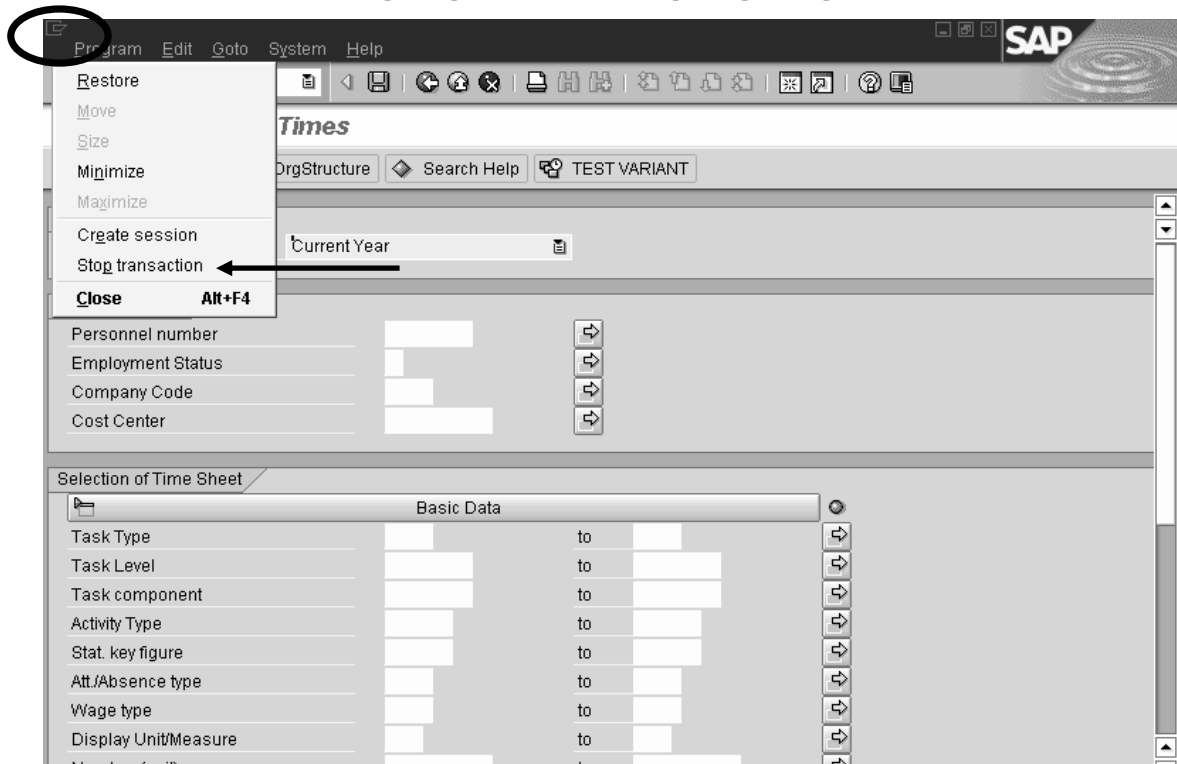
Note: All times have been copied, formatted and placed under the correct personnel number.

Data entry view Release view Variable view Entry 1 of 6



Tips & Tricks #9

STOP TRANSACTION



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If you need to stop a transaction from running, you can click the stop transaction icon located in the upper left hand corner of the menu and click on stop transaction. If a large transaction is in progress, it may take a moment or two to stop).



Tips & Tricks #10

CREATING A VARIANT

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period Other Period

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

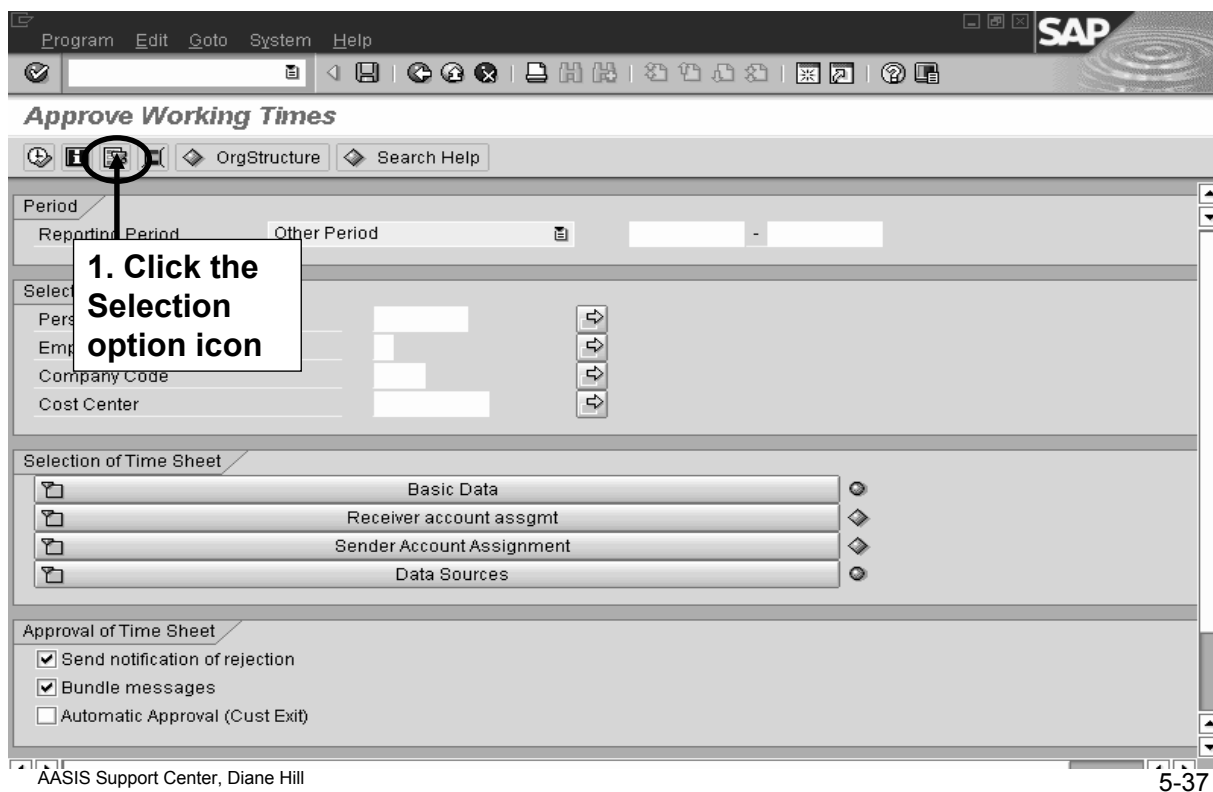
☐ Automatic Approval (Cust Exit)

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If you are using the same data payperiod after payperiod to approve time, you can create a variant to readily access your information.

Tips & Tricks #10 CREATING A VARIANT



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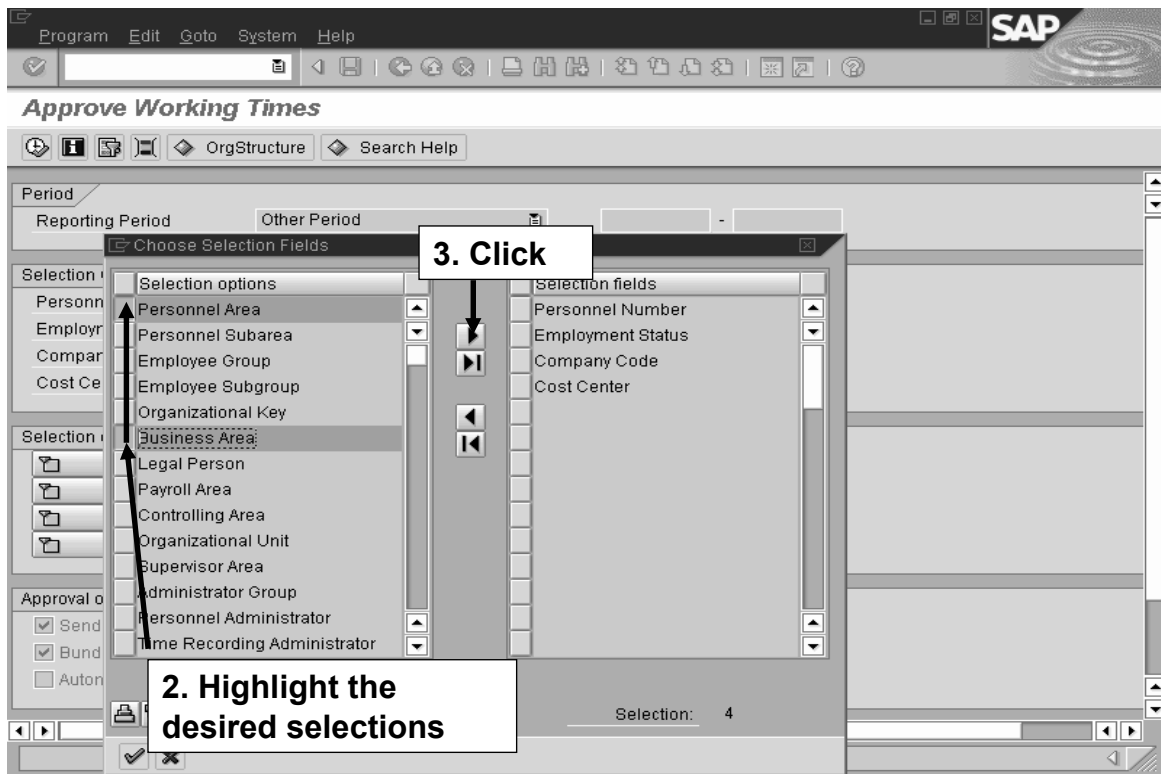
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You can create your variant by using your Cost Centers, Personnel number, etc. You can also search by other options located under the Further selections tab  such as Personnel Area or Business area.



Tips & Tricks #10

CREATING A VARIANT



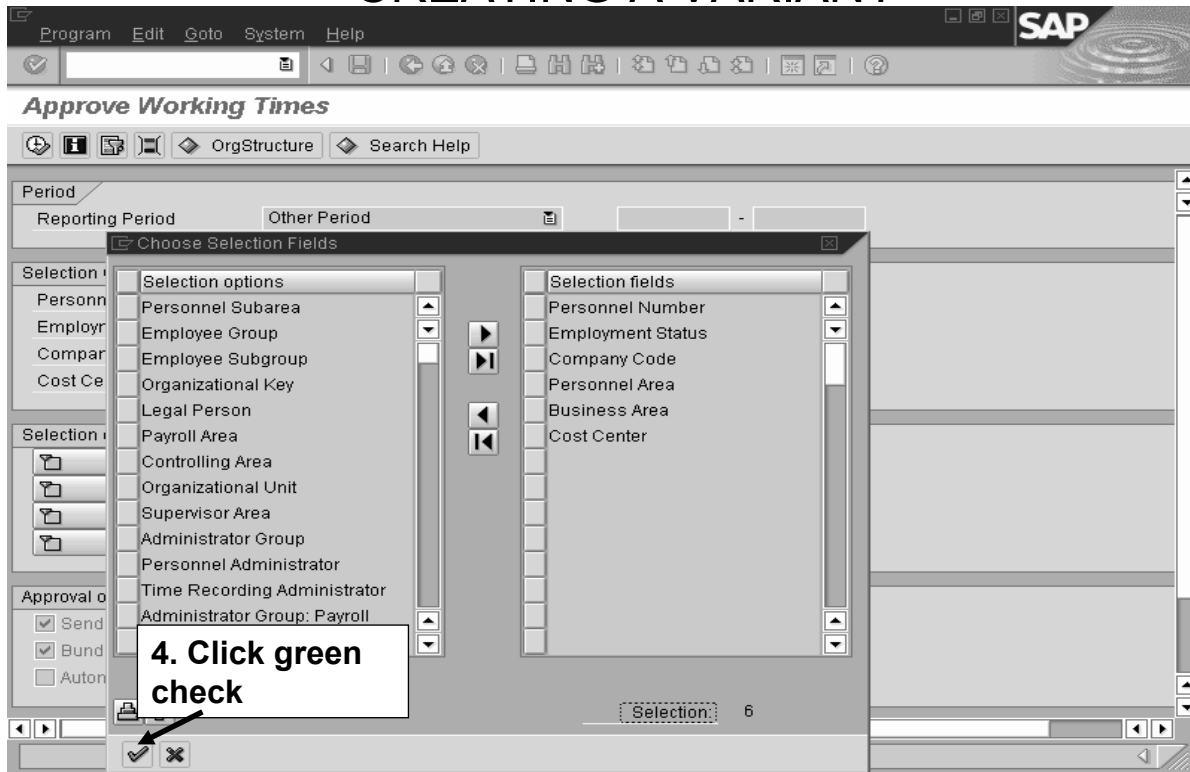
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Tips & Tricks #10

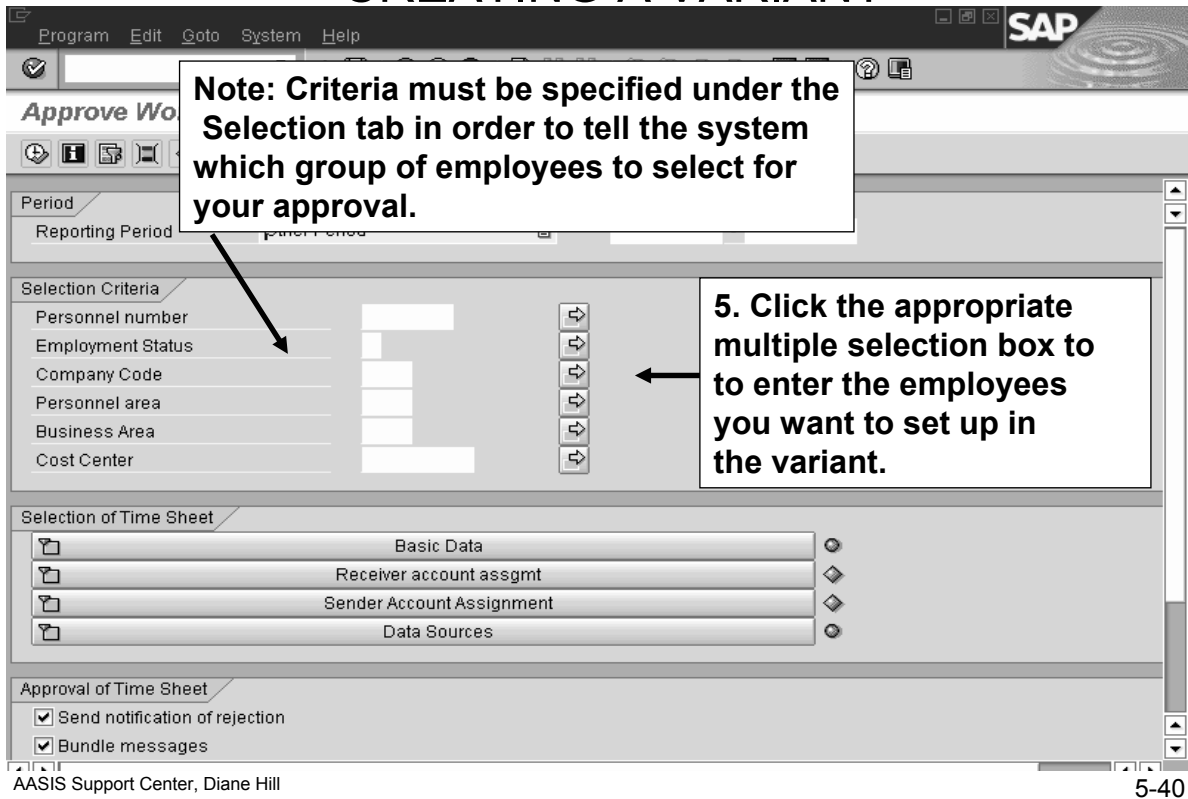
CREATING A VARIANT




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Tips & Tricks #10 CREATING A VARIANT



By clicking on the multiple selection  you are able to list different personnel numbers, personnel areas, business areas, etc.

To list multiple personnel numbers, proceed with step 5.

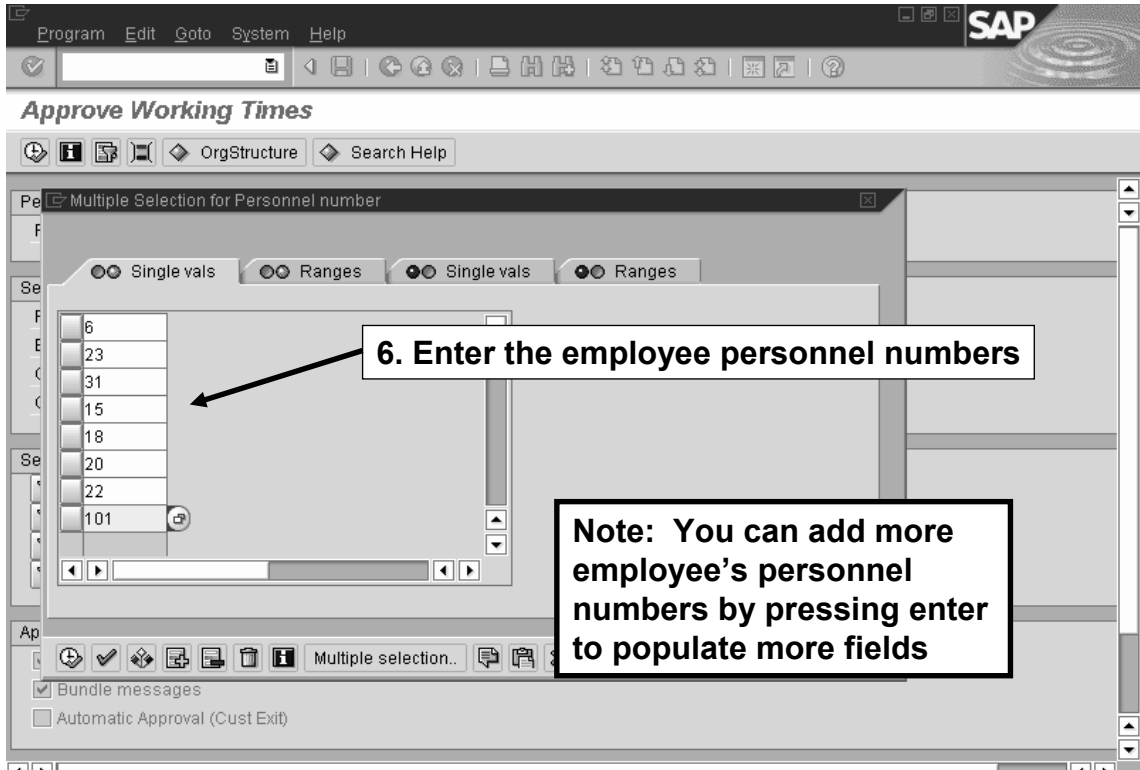
To list personnel areas, after completing step 5, skip to step 8.

To list business areas, after completing step 5, skip to step 10.



Tips & Tricks #10

CREATING A VARIANT



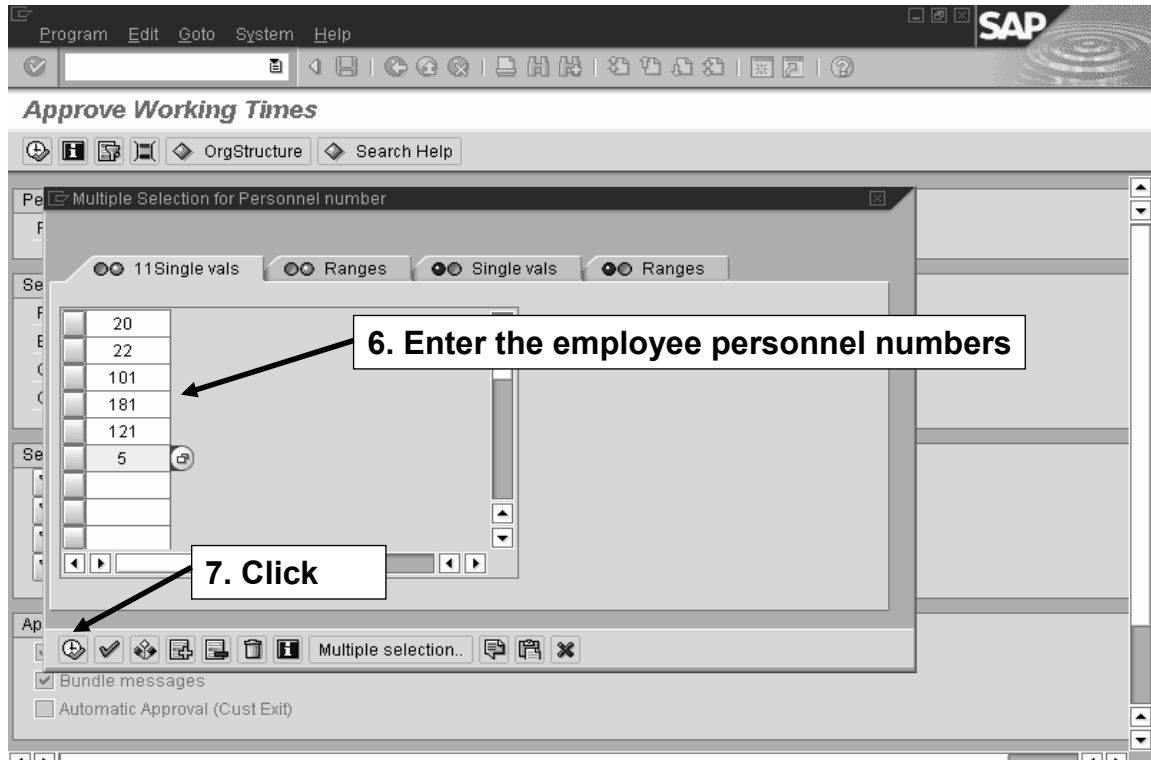
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You may set the criteria by cost centers, personnel areas, etc.

Tips & Tricks #10

CREATING A VARIANT





Tips & Tricks #10

CREATING A VARIANT

Approve Working Times

Period
Reporting Period: [] Other Period: []

Selection Criteria

Personnel number	6	[]
Employment Status	[]	[]
Company Code	[]	[]
Cost Center	[]	[]

Selection of Time Sheet

[]	Basic Data	[]
[]	Receiver account assgmt	[]
[]	Sender Account Assignment	[]
[]	Data Sources	[]

Approval of Time Sheet

☒ Send notification of rejection
☒ Bundle messages
☐ Automatic Approval (Cust Exit)

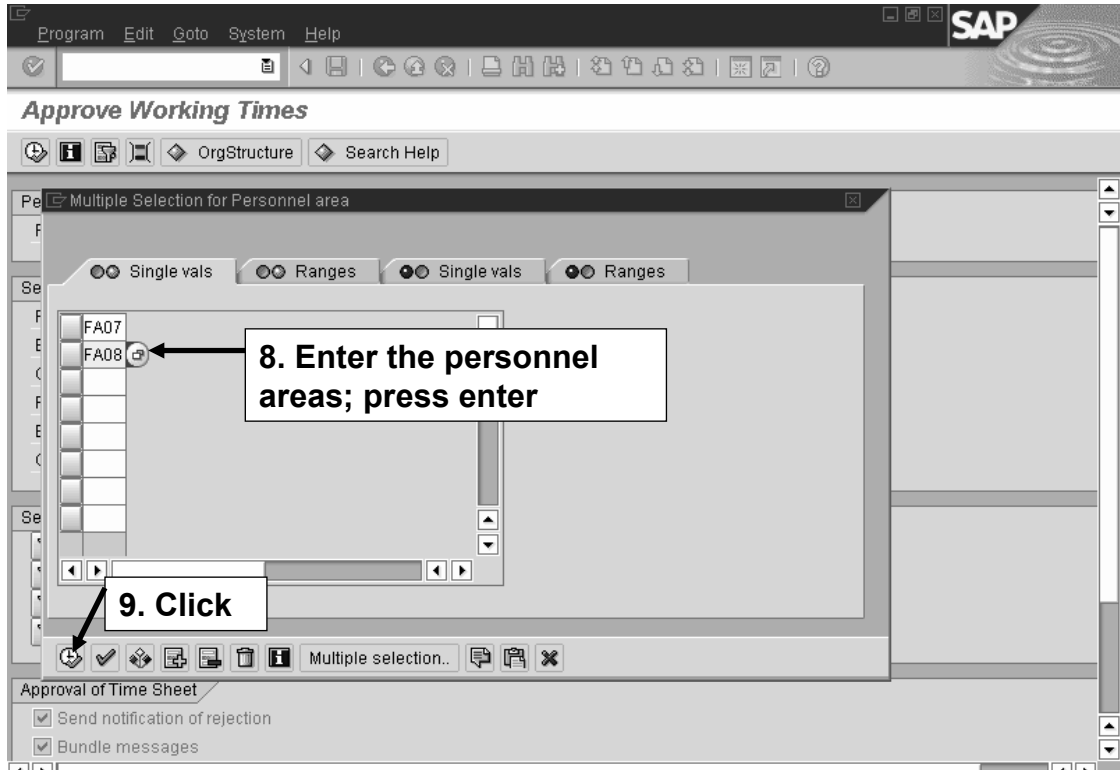
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Tips & Tricks #10

CREATING A VARIANT



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Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period Other Period -

Selection Criteria

Personnel number		
Employment Status		
Company Code		
Personnel area	FA07	
Business Area		
Cost Center		

Selection of Time Sheet

Basic Data	
Receiver account assgmt	
Sender Account Assignment	
Data Sources	

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

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Tips & Tricks #10

CREATING A VARIANT





Tips & Tricks #10

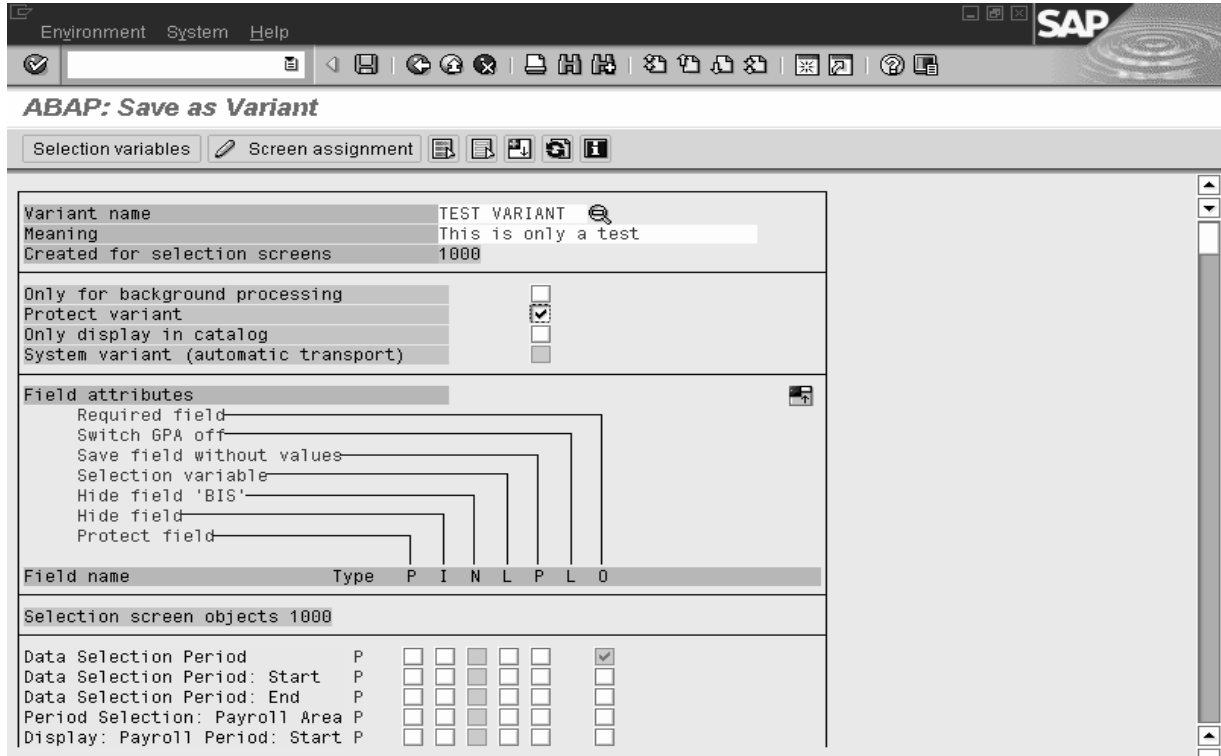
CREATING A VARIANT

The screenshot shows the SAP 'Approve Working Times' dialog box. The toolbar at the top contains various icons, including a save icon (floppy disk) which is highlighted by a callout box labeled '12. Click to save'. The dialog box is divided into several sections: 'Period' with a 'Reporting Period' dropdown set to 'Other Period'; 'Selection Criteria' with fields for 'Personnel number', 'Employment Status', 'Company Code', 'Personnel area', 'Business Area' (containing '0610'), and 'Cost Center'; 'Selection of Time Sheet' with a list of items: 'Basic Data', 'Receiver account assgmt', 'Sender Account Assignment', and 'Data Sources'; and 'Approval of Time Sheet' with checkboxes for 'Send notification of rejection' and 'Bundle messages'.

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Tips & Tricks #10 CREATING A VARIANT



ABAP: Save as Variant

Selection variables | Screen assignment

Variant name: TEST VARIANT
Meaning: This is only a test
Created for selection screens: 1000

Only for background processing: ☐
Protect variant: ☒
Only display in catalog: ☐
System variant (automatic transport): ☐

Field attributes

Required field
Switch GPA off
Save field without values
Selection variable
Hide field 'BIS'
Hide field
Protect field

Field name	Type	P	I	N	L	P	L	O
Selection screen objects 1000								
Data Selection Period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Data Selection Period: Start	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Selection Period: End	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Selection: Payroll Area	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display: Payroll Period: Start	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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13. In the 'Variant name' field, enter a name for the variant.

14. In the 'Meaning field, enter the description of the variant.

15. Click in the 'Protect variant' field to place a check mark. This will ensure that no one can changed your variant.

16. Click the save icon  .



Tips & Tricks #10

CREATING A VARIANT

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period Other Period -

Selection Criteria

Personnel number

Employment Status

Company Code

Personnel area FA02

Business Area

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☐ Immediate transfer to HR

Variant TEST VARIANT saved

ENT (1) (310) sapap09 INS

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You will receive the message that your variant was saved.



Tips & Tricks #11

SELECTING YOUR VARIANT

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period
Reporting Period Current Year


Selection Criteria
Personnel number
Employment Status
Company Code
Cost Center

Selection of Time Sheet
Basic Data
Receiver account assgmt
Sender Account Assignment
Data Sources

Approval of Time Sheet
☒ Send notification of rejection
☐ Immediate transfer to HR
☒ Bundle messages
☐ Automatic Approval (Cust Exit)

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1. To retrieve your variant, click on the Get Variant icon  .



Tips & Tricks #11

SELECTING YOUR VARIANT

The screenshot shows the SAP 'Approve Working Times' dialog box. The 'Period' section has 'Reporting Period' set to 'Current Year'. The 'Selection Criteria' section includes 'Personnel number', 'Employment Status', 'Company Code', and 'Cost Center'. The 'Selection of Time Sheet' section has three empty fields. The 'Approval of Time Sheet' section has four checkboxes: 'Send notification of rejection' (checked), 'Immediate transfer to HR' (unchecked), 'Bundle messages' (checked), and 'Automatic Approval (Cust Exit)' (unchecked). A modal window titled 'ABAP: Variant Directory of Program RCATS_APPROVE_ACTIVITIES' is open, displaying a table of variants.

Variant name	Short descriptn.
DIANA-2	test
DIANA-TEST	Diana
TEST VARIANT	This is only a test

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2. Double-click on the variant you created.



Tips & Tricks #11

SELECTING YOUR VARIANT

Approve Working Times

Period
Reporting Period Other Period

Selection Criteria

Personnel number		
Employment Status		
Company Code		
Personnel area	FA07	
Business Area		
Cost Center		

Selection of Time Sheet

- Basic Data
- Receiver account assgmt
- Sender Account Assignment
- Data Sources

Approval of Time Sheet

- ☒ Send notification of rejection
- ☒ Bundle messages

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- Now you are ready to enter the period you wish to approve time for.



Tips & Tricks #11

SELECTING YOUR VARIANT

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help TEST VARIANT

Period

Reporting Period Current Year

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

☐ Automatic Approval (Cust Exit)

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Note: After the first initial time that you retrieve your variant, the variant will be displayed on the application toolbar for easy access.